



**Department of Buildings & General Services**  
**Office of the Commissioner**  
 133 State Street, 5<sup>th</sup> Floor  
 Montpelier, VT 05633

Agency of Administration

## **MEMORANDUM:**

**To:** Renea Bordeaux, Operations Div. Business Manager, Agency of Transportation  
 Kim Fedele, Financial Administrator, Military Department  
 Stephanie Fuller, AOA Finance

**From:** Jennifer M. V. Fitch, Commissioner

**Date:** November 22, 2021

**Re:** Blanket Delegation of Authority BDA-15

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*Jennifer Fitch - Commissioner* 11/22/2021  
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This delegation authorizes the Agency of Transportation, the Military Department and Buildings and General Services, to make purchases that meet their requirements for road aggregates, rip rap stone, winter sand, and bank run gravel, bales of hay, rough cut lumber, and brick/block. Pre-cast drainage structures, frame and grates for structures, ready-mix concrete, and concrete repair material, temporary bridge components and hardware, and steel/aluminum for in-house fabrication have been added on a temporary basis through January 31, 2022. It is expected that the district administrators/project managers will use proper discretion in choosing sources for different projects by evaluating the distance of haul as well as price.

No prior approval from this office will be necessary.

- When processing invoices for materials purchased under this BDA please reference VISION Procedure #3: PO's, Contracts and BDA's. VISION Procedure #3 can be found on the VISIONS Home page of the Finance & Management website at <https://finance.vermont.gov/vision-module-support>.
- It is the Department's responsibility to ensure that purchases made under this BDA comply with all applicable federal requirements including Certification Regarding Debarment. On April 1, 2007 the Commissioner of Finance & Management issued Finance & Management Policy #1: Suspension and Debarment Policies & Procedures. This policy was created to address federal requirements prohibiting purchases from vendors who have been suspended or debarred by the federal government. The policy extends the federal requirements to all purchases made by the State of Vermont (within certain thresholds), regardless of funding source. The policy requires departments to verify that a vendor has not been suspended or debarred before making a covered purchase. Policy #1 can be found on the Policies page of the Finance & Management website at <https://finance.vermont.gov/policies-and-procedures> and it describes the procedures that must be followed to verify and document that a vendor has not been suspended or debarred.
- It is the Department's responsibility to ensure that purchases made under this BDA comply with all applicable state requirements including Certification Regarding Debarment which requires the Agency of Administration to ensure that the state and any of its subdivisions do not contract, directly or indirectly, with employers who are prohibited from contracting by the commissioner of labor pursuant to 21 V.S.A. Sec. 692, 708, and 1314a or the commissioner of banking, insurance, securities, and health care administration pursuant to 8 V.S.A. Section 3661. <https://bgs.vermont.gov/purchasing-contracting/debarment>
- Agency and Department heads are responsible for all actions taken under this delegation including compliance with all applicable laws and Administrative Bulletin 3.5. Managers are encouraged to require that competitive



pricing be obtained whenever possible. The Office of Purchasing and Contracting is available to provide assistance and advice on sources and procedures.

This delegation is effective until June 30, 2022, at which time it will be reviewed.

Cc: Deborah Damore, Purchasing and Contracting Director  
Renea Bordeau, Agency of Transportation  
James Meyers, Senior Purchasing Agent  
John Patry, Military Operations Manager  
Finance & Management  
Financial Operations